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	Process Owner <b>Activity Program Coordinator</b>	Approval Authority <b>Director of Finance</b>	

## 1. Purpose & Scope

This process establishes the method for the application and maintenance of a Government Travel Card for NSHS staff.

## 2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-001 Quality Manual, b) NSHS-004 Quality Systems Document Control, c) SECNAVINST 5212.5 series, d) NSHS-OF-003 Credit Card Process.

## 3. Definitions

The terms listed below are defined to assist the reader.

- 3.1 **Government Travel Card:** Credit card to be used when on official Temporary Additional Duty (TAD).
- 3.2 **COU:** Certificate of understanding.
- 3.3 **COA:** Change of Address form.
- 3.4 **APC:** Activity Program Coordinator.
- 3.5 **Restricted Card:** Card with credit limit.

## 4. Document Review & Concurrence

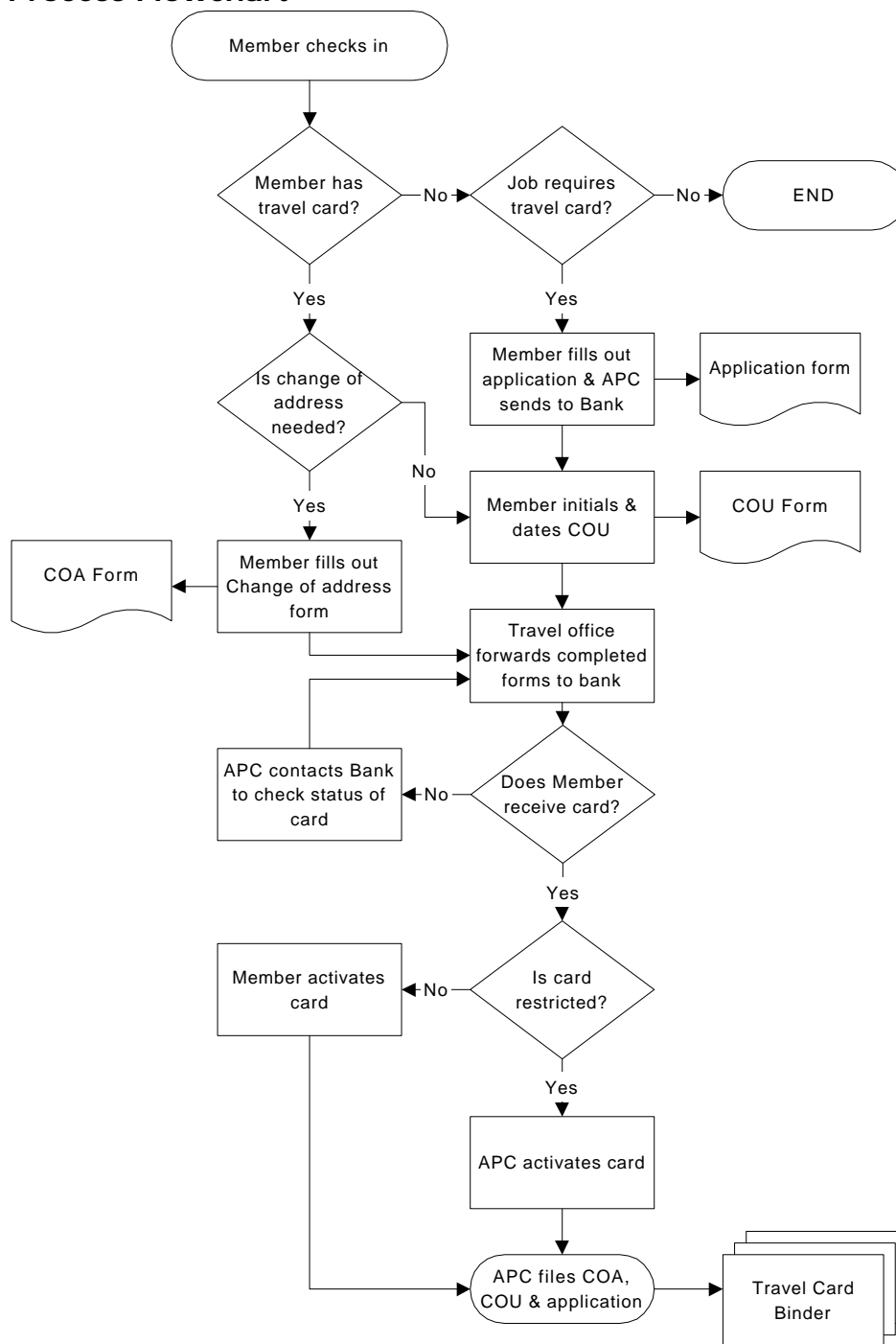
Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Activity Program Coordinator	OF (Process Owner)	HM1 C. Clemmons	Director of Finance	OF (Approval Authority)	LT B. Miller
Assistant APC	OF	Mr. W. Suttles	Assistant APC	OF	Mr. J. Howard
Deputy Comptroller	OF	Ms. B. Dopita			

## 5. Summary of Changes

Version	Description	Date
01	Initial issue of procedure.	16 MAY 01

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## 6. Process Flowchart



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## 7. Quality Records

<i>Record Name</i>	<i>Owner</i>	<i>Location</i>	<i>Indexing</i>	<i>Duration</i>	<i>Disposition</i>
Travel Card Binder	Activity Program Coordinator	Binder	By Last Name	6 Years	Destroy per SECNAVINST 5212.5 series

## 8. Addendum

8.1 N/A